

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

STORES CLERK - 43060

*Monthly Salary Range: \$2070 - \$2700

*The rate of pay may vary from the monthly salary range listed above for certain specified agencies or in a specified area for an agency where contract or negotiated rates have been established.

General duties: A Stores Clerk performs manual labor and routine clerical record keeping tasks in the receiving, storing, shipping and care of office supplies, industrial equipment, foodstuffs, medical supplies or related items in warehouses for institutional or departmental use.

Desirable training and experience: Completion of four years of high school or equivalent training and experience.

Special requirement: Candidates must be physically able to lift and handle supply room materials.

Knowledges tested: Receiving stock; Storekeeping; Issuing stock; Stock inventory.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

Counties in which positions are established: Champaign, Cook-Zone 1, Cook-Zone 2, Cook-Zone 3, Cook-Zone 4, Cook-Zone 5, Kane, Kankakee, LaSalle, Lee, Madison, Morgan, Sangamon, Will.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

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